

**City of San José**  
**CLASS SPECIFICATION**

**TITLE:   Animal Care Attendant (3254)**  
**Animal Care Attendant PT (3257)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Parks, Recreation & Neighborhood Services	Varies	Non-exempt

**CLASS SUMMARY**

Performs the full range of animal care duties for injured and impounded animals at the animal shelter. Performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the first level class in the Animal Shelter Services series. This class is distinguished from the second level in the series (Animal Shelter Coordinator), which has lead and training responsibilities and performs more complex animal care duties.

Incumbents in this class may need to work weekends, holidays, nights and rotating shifts, respond to emergency animal services assignments during off-duty hours, and wear a uniform.

Incumbents may be required to lift up to 100 pounds while handling animals and equipment; may work outside and be exposed to inclement weather, may be exposed to blood borne pathogens while using hypodermic needles on animals, may be exposed to animal scratches and bites, and may be subjected to moving mechanical parts, fumes, odors, gases, chemicals, pollens, and other airborne irritants.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

High school diploma and one (1) year of experience in the care and handling of animals in a public or private facility that cares for and houses animals.

**Required Licensing (such as driver's license, certifications, etc.)**

- Valid California Driver's License
- Note: Incumbents may be required to pass a "breed" test and a "symptoms of disease" test. and obtain euthanasia certification within one year within one year following employment.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

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- Ability to handle animals humanely and safely, and properly control animals entering the shelter.
- Ability to read and comprehend the laws, ordinances, and regulations pertaining to animal licensing and vaccinating requirements.
- Ability to prepare and maintain accurate statistical records.
- Ability to establish and maintain effective working relationships with the public and other employees.
- Ability to use a variety of modern office machines and equipment, including personal computers.
- Ability to learn the basic characteristics, behavior, and common breeds of domestic animals.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Euthanasia certification is desirable.
- Experience recognizing animal breeds and symptoms of disease is desirable.
- Ability to clearly explain orally and/or in writing, animal control procedures and regulations to the public.
- Ability to exercise tact and good judgment in all dealings with the public and promote quality customer service.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FRE-QUENCY*</b>
1.	Receives stray and relinquished animals that are brought to the shelter; assists the public in claiming impounded animals; receives associated fees.	25%
2.	Feeds and cares for impounded animals; properly kennels all animals.	25%
3.	Euthanizes animals safely when required.	10%
4.	Cleans and disinfects pound facilities, kennels, vehicles, and equipment as necessary.	10%
5.	Makes minor repairs to facilities and equipment.	Varies
6.	Completes and maintains records on all animals entering the shelter.	5%
7.	Receives complaints and reports from the public and other agencies regarding stray animals, animal nuisances, injured animals, or abuse of animals. Answers emergency calls concerning persons bitten by animals and ensures appropriate action is taken.	5%

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8.	Assists the public in adopting pets by selecting the most marketable animals; brings selected animals to the front desk; answers questions regarding age, breed characteristics and treatment of animals; and advises the public of legal rights concerning pet ownership. Explains and interprets animal control laws, ordinances, regulations, procedures, and policies to the public.	20%
9.	Assigns and monitors work of volunteers and community service assignees that perform various tasks for Animal Services.	Varies
10.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

**CLASSIFICATION HISTORY:** Established 3/01, 3254s000; Revised 4/05, 3254s001; Formerly Titled Kennel Attendant